



Lancaster County Homelessness Coalition Steering Committee Charter

Vision: A sustained, safe and quality home for all who are experiencing or at risk of homelessness in Lancaster County.

Mission: Together the Coalition provides quality, personalized human and housing services for all individuals and families facing or experiencing homelessness, and ensures homelessness is rare, brief, and non-recurring.

Steering Committee Purpose:

The Steering Committee is an advisory committee of the Lancaster County Redevelopment Authority (LCRA) with the purpose of the development and implementation of strategic initiatives, programs for individuals and families facing or experiencing homelessness as part of the work of the Lancaster County Homelessness Coalition ("Coalition").

Lancaster County Homelessness Coalition: The Coalition is a network of organizations and individuals working together to provide people experiencing or who are at risk of homelessness within Lancaster County with street outreach, emergency shelter, and other services to make homelessness rare, brief, and non-recurring. The Office for the Homelessness Coalition (O4C), staffed by the LCRA, functions as the support agency for the PA-510 Continuum of Care (CoC). Further, the Coalition will hold Continuum of Care meetings semiannually with distributed written agendas to all members. Empower Lancaster data will be monitored on a consistent basis in accordance with obligations of the funding sources. (Incorporated herein by reference is the CoC Standards and Procedures as guiding principles for the Coalition's work.)

Committee Structure:

Members: Members of the Steering Committee are appointed by the LCRA Board of Directors and shall include at least one representative from the City, County, and two representatives from LCRA (only one of whom shall be a voting member). Additional members shall be appointed by the LCRA with the assistance of the Steering Committee. Membership of service providers shall be encouraged, provided that any member receiving funding through LCRA properly recuse themselves as conflicts arise.

Committee size and composition: The Committee shall have 11 to 17 members from various sectors such as: lived experience, faith-based, substance abuse, education, healthcare, behavioral health, homeless service provider, County Commissioners Office, social services, philanthropic organizations, housing development, Youth Action Board chair, and businesses. LCRA will designate the Director of Human Services ("Director") to be on the committee while other staff in attendance are not considered committee members for this count.

Chair: The Chair, in collaboration with the Director, leads the work of the Committee. This position is appointed by the Steering Committee and approved by the LCRA. The Chairperson must be a volunteer and an active member of the Steering Committee. The Chair presides at all meetings and works with the Director to ensure that the agenda has been prepared and location secured for the meeting. The Chair may call unscheduled meetings as needed and may authorize voting by any means permitted by this charter. The Chair serves a two-year term and is eligible for 1 renewal (maximum of 4 years).

Vice Chair: The Vice Chair is selected by the Steering Committee and performs the duties of the Chair in the absence of the Chair.

Secretary: The Secretary shall be served by the LCRA Board appointed secretary for the purpose of accurately recording the minutes. This position is not a voting member.

Quorum: A quorum is defined as 50% plus one or more of committee members. Action by the majority of committee members present at a meeting at which a quorum is present shall constitute action by that committee. Any action that may be taken at a meeting may be taken by majority written consent of all committee members. Electronic voting will be acceptable when deemed necessary. O4C staff are not considered voting members.

Meetings: Meeting dates and times shall be established annually by the Chair, Vice Chair, and Director, in consultation with committee members and will be held every other month unless determined otherwise. The need for additional meetings will be determined by the urgency of the issue(s) at hand. The Committee shall maintain meeting minutes and report regularly to the LCRA board of directors.

Subcommittees/Action Teams: At times there is a need for smaller workgroups to lead Committee projects such as grant material creation and refinement, grant submission evaluations, event planning, governance issues, etc. Steering Committee members shall agree to regularly volunteer to serve on subcommittees and contribute expertise and diverse perspectives. Community members may also be recruited to serve on subcommittees/Action Teams. The Nomination Sub-Committee may appoint such other committees and their members as deemed necessary and desirable from time to time, set the charge to the committee and set such time limits for commencement and disbandment as necessary.

Standing subcommittees are:

- *Grant Review Sub-Committee:* No less than two current Committee members will serve on the grant review sub-committee to develop the funding process and evaluate applications. Further, one member of the LCRA board of directors shall serve on the grant review sub-committee.
- *Nomination Sub-Committee:* No less than the current Committee officers and the Director will serve on this sub-committee to expand the membership of the Steering Committee, recruit for vacant positions.
- *Notice of Funding Opportunity (NOFO) Sub-Committee:* No less than two current Committee members will serve on this sub-committee as the LCRA spearheads the HUD required NOFO for all Continuum of Care communities.
- *Community Engagement Sub-Committee:* No less than two current Committee members and the Director will serve on this sub-committee to foster communication and relationships with the community.

Committee Member Recruitment & Qualifications:

Qualifications: Committee members will possess significant professional and/or personal experience related to education, financial stability, housing, and/or healthcare. They will have an understanding and appreciation of Lancaster County's non-profit community, its strengths, challenges, diversity, and a commitment to collaboration and growth.

Expectations: Committee members will actively seek to be educated about the role and activities of the Coalition and LCRA related matters and respond to opportunities to participate in shared learning opportunities, community visits, and/or events. Committee members will promote the Coalition's work and seek to engage partners and donors in this endeavor. Each year all committee members will submit a conflict-of-interest statement to the Director.

Terms & Timeline: The Committee shall have members serving a term of three years, with the staggered initial terms of one year, two years, or three years. Each term is subject to an option of renewal followed by a consecutive second optional renewal. After the completion of an original term followed by two renewals, the member must take a one-year gap from service before reapplying to join the Steering Committee.

Committee members may be removed by the LCRA Board if they miss more than one-half or three (3) consecutive regular or special Committee meetings in a year or at any time for cause. A member may also resign at will via a written request if no longer able to fulfill the requirements of the Committee.

A vacancy due to resignation or removal may be filled by LCRA with recommendation of the Nomination sub-committee from the pool of candidates vetted by the Director and/or the Chair. Appointments shall be for the remainder of the outgoing committee member's term.

Committee Member Roles and Responsibilities:

Responsibilities: Acting with Chair, Vice Chair, and Director, the Committee is charged to:

1. Oversee the Coalition's planning efforts and assist with the strategic direction's implementation.
2. Allocate funds from revenue sources to service providers for use in programs furthering the Coalition's mission and in accordance with federal, state and local regulations.
3. Advocate for the efforts of the Coalition.
4. In conjunction with the LCRA staff, provide oversight of programs utilizing Coalition allocated funds. Such oversight shall include establishing performance targets for population and program type in consultation with recipients and subrecipients, monitoring of recipient and subrecipient performance, evaluating outcomes, and assisting poor performers.
5. Oversee the establishment and operations of a coordinated assessment system, in consultation with the recipients of Emergency Solutions Grants program funds.
6. Assist in the organization of fundraising and community education and awareness activities with the aim of increasing the visibility of the Coalition, increasing its revenues, and strengthening its partnerships.
7. Make recommendations to the LCRA for approval.

Review: The Charter will be reviewed at least annually through an effort among and between the Steering Committee and LCRA, and amended if appropriate, in accordance with provisions related to amendments.

Amendments to the Charter: Amendments may be approved by the LCRA Board of Directors upon providing the

proposed amendments to the Steering Committee in writing at least forty-five (45) days prior to a vote on the amendments by the Board. The Steering Committee may recommend amendments to and/or provide recommendations on amendments initiated by the LCRA Board.

Endorsed by the Lancaster County Homelessness Coalition's Steering Committee on September 16, 2022 and approved by the Lancaster County Redevelopment Authority Board of Directors on September 27, 2022. Revised by the Lancaster County Homelessness Coalition's Steering Committee on May 15, 2023